

**STATE OF WASHINGTON**  
**OFFICE OF FINANCIAL MANAGEMENT**  
**AMENDMENT NO. 1**

**“Cost Allocation Plan”**

**Request for Proposals OFM No. 10-2300**

OFM RFP No. 10-2300 is amended to include the following bidder question and answer from the Office of Financial Management and to correct a typographical error in Section 4.2, Evaluation Weighting and Scoring. The correction to the typographical error is in **bold** print.

Section 4.2, Evaluation Weighting and Scoring is corrected to read:

The following weighting and points will be assigned to the proposal for evaluation purposes:

Technical Proposal – 45% <i>Project Approach/Methodology (10 pts maximum)</i> <b>Quality of Work Plan (15 pts maximum)</b> <i>Project Schedule (10 pts. maximum)</i> <i>Project Deliverables (10 pts. maximum)</i>	45 Points Maximum
Management Proposal – 35% <i>Project Team Structure/Internal Controls ( 10 pts. maximum)</i> <i>Staff Qualifications and Experience (10 pts. maximum)</i> <i>Experience of the Consultant (15 pts. maximum)</i>	35 Points Maximum
Cost Proposal - 20%	20 Points Maximum
<b>TOTAL FOR WRITTEN PROPOSAL</b>	<b>100 Points Maximum</b>

**Question 1.** Section 3.4, Cost Proposal, A.2, Costs for Extra Services Referenced in Section 1.2, states: The cost proposal must separately state an all inclusive hourly rate by job title for the Extra Services contemplated in Section 1.2. The hourly rate must include any and all expenses. In the event Extra Services are utilized, expenses will not be reimbursed as a separate item.

Should the hourly rate include any and all expenses EXCEPT for travel related expenses?

**Answer 1.** The hourly rate must include any and all expenses, INCLUDING travel related expenses. It is anticipated that all work will be performed in Olympia, Washington.

**ALL OTHER TERMS AND CONDITIONS OF OFM RFP NO. 10-2300 REMAIN IN FULL FORCE AND EFFECT.**